



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**81ST REGIONAL SUPPORT COMMAND**  
**255 WEST OXMOOR ROAD**  
**BIRMINGHAM, ALABAMA 35209-6383**

S: 29 October 2002

AFRC-CAL-LGT-S (30)

29 August 2002

MEMORANDUM FOR Commanders, MSCs

SUBJECT: 81<sup>st</sup> Regional Support Command Philip A. Connelly Awards Program

1. Reference: AR 30-1 USAR Supplement 1, 1 Mar 93, Chapter 14, and Appendix L.
2. Connelly Evaluations are **mandatory** for **all** units having field food service capability.
3. Major Subordinate Commanders will forward a schedule of their planned unit Connelly Evaluations to the 81<sup>st</sup> RSC DCS, G4, (AFRC-CAL-LGT-S) **NLT 29 Oct 02**. The schedule will include all information in paragraph 5a through 5e below.
4. Enclosed are the instructions implementing the 81<sup>st</sup> RSC, Philip A. Connelly Awards Program (RSC exempt IAW AR 335-15, paragraph 5-2b(2)). These policies and procedures will remain in effect until such time as they can be incorporated into an 81<sup>st</sup> RSC Food Service Pamphlet.
5. Major Subordinate Commanders with units that are capable of field kitchen operations will submit their nominated unit to the 81<sup>st</sup> RSC DCS, G4 (AFRC-CAL-LGT-S) **NLT 1 July 2003**. The nomination memorandum (signed by the MSC Commander) will include the following:
  - a. The nominated unit's complete address, POC and phone number.
  - b. The primary date of the evaluation.
  - c. The alternate date of the evaluation.
  - d. The address of the evaluation.
  - e. The POC and phone number of the nominated unit's O-6 or O-7 command.
  - f. A completed copy of the 81<sup>st</sup> RSC Field Kitchen Checklist used by the MSC to evaluate the nominated unit.

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SUBJECT: 81<sup>st</sup> Regional Support Command Philip A. Connelly Awards Program

6. Units and MSCs are encouraged to conduct evaluations during the unit's Annual Training (AT). IDT will be used as the secondary method to conduct evaluations.

7. For additional information, please contact any food service team member at 1-877-749-9063 Ext 1535, 1541, 1557.

//Original Signed//

3 Encls

1. Guidance
2. Evaluators Expanded Checklist
3. Field Kitchen Checklist

Major General, USAR  
Commanding

## FOOD SERVICE AWARDS PROGRAM

1. Purpose.
  - a. Improve the professionalism of food service personnel, thus providing the best quality food service to support soldier diners.
  - b. Provide recognition for excellence in the preparation and serving of food in 81<sup>st</sup> RSC units during field kitchen operations.
  - c. Instill pride for achievement within food service operations that can only be reached through wholesome and fair competition of individual unit effort.
2. Responsibilities:
  - a. 81<sup>st</sup> RSC DCSLOG.
    - (1) Develop a food service award program within the command, which will provide suitable recognition for excellence in the preparation, serving, and accounting of subsistence.
    - (2) Provide added incentive to the competitive program, by adding a higher level of competition and the awarding of suitable trophies or plaques to the winning units.
    - (3) Fully support the Army's annual Philip A. Connelly field kitchen awards program.
    - (4) Select a finalist for the USARC evaluation phase of the Connelly competition based upon the physical evaluation of the unit's field kitchen food service operation.
  - b. Major Subordinate Commands (MSCs)
    - (1) Evaluate all subordinate units with field food service capability for possible award consideration.
    - (2) Select one unit to compete in the 81<sup>st</sup> RSC phase of evaluation.
  - c. **Unit Commanders are requested to wholeheartedly support the awards program. Command emphasis and support is a large part of the unit's evaluation. Interest and concern is imperative to success. Total involvement and commitment to the awards program by each competing Commander (including higher headquarters commanders) is essential and expected.**
3. Policies and Procedures.
  - a. Competition is **mandatory** for units having field food service capability.
  - b. Delegation; MSCs may delegate awards consideration and evaluation responsibilities to subordinate commands (SCs) of units with organic field food service capability.
  - c. Field Kitchen competition considers both single unit and consolidated field feeding operations. The 81<sup>st</sup> RSC winner of this category will represent the command in the USARC phase of the Army level of competition.
  - d. Evaluation Process. Evaluations will be continuous throughout the year and may be conducted during staff visits, FTXs, periods of annual training, annual food service review, or whenever the food operation can be observed.
  - e. Periods of Evaluation.
    - (1) 81<sup>st</sup> RSC MSC Level Evaluations: Unit evaluations are conducted July through June annually, with nominations to be forwarded to reach the 81<sup>st</sup> RSC (AFRC-CAL-LGT-S) **NLT 1 July XXXX** each year.
    - (2) 81<sup>st</sup> RSC Level Evaluations: The 81<sup>st</sup> RSC evaluation team will evaluate the MSC nominated units July through January annually, with nominations to be forwarded to reach the United States Army Reserve Command (USARC) **NLT 1 February XXXX** each year.
    - (3) USARC Level Evaluation are conducted annually 1 February through 15 June each year.
    - (4) Department of Army (DA) Evaluations are conducted annually 15 September thru 15 December each year.
  - f. Evaluation Criterion: Competing units will be evaluated using the 81<sup>st</sup> Field Kitchen Checklist (Encl 3).

## **FOOD SERVICE AWARDS PROGRAM**

(1) The actual scoring matrix for the 81<sup>st</sup> RSC Field Kitchen Checklist is stated in each scoring category.

(2) Prior to the departure of evaluating personnel, units will be provided an out briefing on areas of the evaluation that could be improved upon.

(3) Meal preparation and serving will consist of all menu items for the 81<sup>st</sup> RSC Food Service Management Board approved meal, prepared using TM 10-412, Armed Forces Recipe Service, recipes according to applicable meal schedule, using authorized MTOE/DA issued equipment.

g. Nomination of Finalists: All nominations forwarded to 81<sup>st</sup> RSC will be in writing. Nomination memorandums will include:

- (1) Unit's complete address, POC and phone number.
- (2) Primary date of evaluation.
- (3) Alternate date of evaluation.
- (4) Location of evaluation.
- (5) POC and phone number of the unit's COL or BG command.
- (6) A completed copy of the 81<sup>st</sup> RSC Field Kitchen Checklist used by the MSC to evaluate the nominated unit.

4. Unit Recognition: Appropriate unit recognition must be provided at each level of competition. Command emphasis and support is required and will be evaluated at all levels of competition. MSCs and their SCs must provide suitable recognition for their winners. For those units competing at the RSC level of competition, 81<sup>st</sup> RSC recognition will include:

a. Notification of RSC field kitchen winners: Notification will be forwarded through command channels and will be a laudatory memorandum signed by the 81<sup>st</sup> RSC Commanding General and contain Certificates of Excellence for all winning food service personnel.

c. Presentation of appropriate trophies or plaques, suitably engraved with unit particulars, and will be presented to winning units by the Commanding General or his designated representative during scheduled area visits or during Commanders conference.

d. 81<sup>st</sup> RSC DCS, G4 will assure all participating unit food service personnel receive Certificates of Achievement.

**EVALUATOR'S EXPANDED CHECKLIST PHILIP A. CONNELLY AWARDS PROGRAM FOR  
EXCELLENCE IN ARMY FOOD SERVICE RESERVE COMPONENT FIELD KITCHEN COMPETITION**

**A. TRAINING AND SUPERVISION.**

**Knowledge of Operational Procedures:** All food service personnel should have a working knowledge of procedures to follow when the unit is alerted to move from garrison to a field location.

**Operators Knowledge of MTOE Equipment:** All food service personnel should know the correct preventive maintenance checks and services for all field kitchen equipment. Operators will be able to provide the evaluator with the proper field manual upon request.

**Effective Use of Manpower:** Full use should be made of assigned personnel. A work schedule should be maintained and care should be exercised to ensure job rotation is practiced for training purposes.

**Adequacy of Supervision:** Key personnel (Food Operation Sergeant and First Cook) should be properly supervising and directing their cooks during all phases of field kitchen operations. They should be available to answer questions and take any necessary corrective action or provide instruction as the need occurs.

**Supervision During Serving Period:** The Food Operation Sergeant and/or First Cook should check the serving line before opening the line to ensure that all entrees listed on the Production Schedule were prepared. They should check the line during the meal to ensure that food items are being properly served and replenished. It is important the last diner receives the same service as the first diner.

**Recommended Publications:** Manuals and publications required for the operation and maintenance of field kitchen equipment and administrative publications should be on hand. Administrative publications include:

AR 30-1, The Army Food Service Program  
AR 30-7, Operational Rations  
AR 30-21, The Army Field Feeding System  
AR 600-38, Meal Card Management System  
FM 8-34, Food Service Sanitation for the Supervisor  
FM 10-23, Basic Doctrine for Army Field Feeding  
FM 10-23-1, Commander's Guide to Food Service Operations  
FM 10-23-2, Tactics, Techniques and Procedures for Garrison Food Preparation and Class I Operations Management  
FM 21-10, Field Hygiene and Sanitation  
FM 4-25.12, Unit Field Sanitation Team  
81<sup>st</sup> RSC, 14 Day Menu  
SB 10-264, Calorie Listing of Master Menu Recipes and Food Items  
TB MED 530, Food Service Sanitation  
TC 8-3, Field Sanitation Team Training  
TM 5-4540-202-12&P, Immersion Heater,  
M67

TM 10-412, Armed Forces Recipe Service  
TM 10-4500-200-13, Immersion Heaters, Corrugated Cans and Water Trailers  
TM 10-7360-204-13&P, Range Outfits  
TM 10-7360-206-23&P, Kitchen, Field, Trailer Mounted  
DA PAM 25-400-2, Modern Army Record-Keeping System (MARKS) for TOE and Certain Other Units of the Army.  
DA PAM 738-750, Maintenance Management Update

## **EVALUATOR'S EXPANDED CHECKLIST PHILIP A. CONNELLY AWARDS PROGRAM FOR EXCELLENCE IN ARMY FOOD SERVICE RESERVE COMPONENT FIELD KITCHEN COMPETITION**

**Field SOPs in Use:** SOPs for kitchen operations should be available and posted. All food service personnel should be familiar with required SOPs.

**Preparation of the Production Schedule (DA Form 3034):** The Production Schedule, should be properly prepared, posted during meal preparation, and completed after each meal.

**Cost Consciousness (Food/Energy Management):** Care should be exercised to requisition and prepare only the quantities or type of food required for the immediate needs of the unit. Fuel and supply conservation should be practiced to the maximum extent possible.

### **B. ACCOUNTING PROCEDURES.**

**Headcount Orientation/Personal Identification:** Personnel performing the duties of headcounter should be properly briefed by the Food Operation Sergeant or First Cook on their duties. The written headcount instructions and SOP should contain, as a minimum, procedures for the proper identification of authorized diners, cash collection procedures, and the use of headcount forms.

**Procedures Orientation/Personal Identification:** Personnel authorized Subsistence-In-Kind must have proper identification in their possession and present it to the headcounter as proof of entitlement.

**Procedures for Personal Subsisted with Reimbursement:** The correct food cost should be collected from each diner required to reimburse the Government for each meal consumed. Insure that Cash Meal Payment Sheets are available for cash customers.

**Cash Collection/Payroll Deduction Security Procedures:** Procedures for Payroll Deduction should be clearly defined, understood by headcounters and enforced by the FOS or FSO.

**Headcount Procedures Under Field:** If the unit Commander or Food Service Officer determines that the unit is operating under conditions that make the collection of signatures impractical, verify that correct headcount procedures will be IAW Chapter 6, Appendix E, AR 30-1

### **C. RECEIPT AND STORAGE OF RATIONS.**

**Authorized Receiving Personnel:** Insure that receiving person has been delegated to sign for subsistence on a DD Form 577 (Signature Card).

**Receipt Procedures:** Accurate count by weight of canned and boxed subsistence will be made at the time of receipt. Discrepancies will be posted and initialed on the receiving document before it is signed.

**Transporting and Storage Procedures:** The vehicles used for transporting subsistence items to the unit should be clean and properly equipped to protect subsistence from the elements, insects, and other causes of contamination. Subsistence will not be transported with other materials that could contaminate the subsistence. It is essential that extra precautions be initiated to protect food items from contamination during storage at the field kitchen location.

**Requisitioning and Use of Potable Ice:** Ice will be Purchase from TISA or from a local vendor using the SUPPLY IMPAC card. Ice must be protected from contamination during transportation and storage.

## **EVALUATOR'S EXPANDED CHECKLIST PHILIP A. CONNELLY AWARDS PROGRAM FOR EXCELLENCE IN ARMY FOOD SERVICE RESERVE COMPONENT FIELD KITCHEN COMPETITION**

**Requisition, Accountability, and Use of Operational Rations:** During field exercises, a mix of Meal Kits, UGR H&S and Meal, Ready-To-Eat (MRE) will normally be used with A rations during unit feeding. The Field Category Evaluation Criteria Guidelines provide guidance for the type of rations served. When B ration components are issued, the recipes in the Standard B Rations Menu for the Armed Forces, SB 10-495, or Command Menus must be used. Reserve Components will use their Regional Menu. For additional information on the requisitioning and accounting procedures, for subsistence and operational rations, see Chapter 8, AR 30-1; Chapter 2, AR 30-21; and FM 10-23, Basic Doctrine for Army Field Feeding.

### **D. FIELD FOOD SERVICE SANITATION.**

**Water Purification Procedures:** Cooks should ensure effective use and conservation of water for preparation and cooking of subsistence and dishwashing procedures. Water will be obtained from a source approved by medical authorities. Water obtained from a disapproved source (streams, lakes, etc.) will be disinfected before use in food preparation. Water will be disinfected using the procedures in FM 10-23, Chapter 17, Basic Doctrine for Army Field Feeding, and FM 21-10, Field Hygiene and Sanitation.

**Food Handling Procedures:** Any subsistence that is suspected of being contaminated or otherwise unfit for human consumption must be inspected and approved by competent medical authority before use or disposal. Proper food service field sanitation practices are especially important and must be practiced in the food preparation areas. Safe food handling procedures and practices are discussed in Chapter 17, FM 10-23, Basic Doctrine for Army Field Feeding, and TB Med 530, Occupational and Environmental Health Food Service Sanitation.

**Mess Kit Laundry/Sanitation Center:** During field operations, the soldier will be using a mess kit or disposable eating ware. When the mess kit is used, the food service staff has the responsibility for setting up and maintaining the mess kit laundry line according to prescribed procedures. The procedures for the removal of edible garbage, trash and other kitchen waste will be in accordance with FM 10-23, Chapter 17, Basic Doctrine for Army Field Feeding, or the unit field SOP. Additional information on mess kit laundries may be found in Military Standardization Handbook 740, Dishwashing Operations. The procedures for cleaning and sanitizing cooking and serving equipment are the same as the individual mess kit. Food service disinfectants should be on hand and food service personnel should be familiar with their use.

**Overall Field Kitchen Sanitation:** Basic appearance of the kitchen area should be clean with cooking and serving equipment properly protected from the elements. Further information on field sanitation can be found in FM 8-34, Food Sanitation for the Supervisor; FM 21-10, Field Hygiene and Sanitation; and the Military Standardization Handbook 740.

**Pest Control (Field Sanitation Teams):** The Commander of an organization with a field mission is required to appoint a field sanitation team. The team will consist of at least two personnel, one of whom will be a noncommissioned officer. The team must be trained in basic sanitation techniques, individual protective measures, field kitchen sanitation, unit waste disposal, individual water purification procedures, and personal hygiene IAW AR 40-5 & FM 4-25.12.

**Hand washing Facilities:** Hand washing devices that are easy to operate must be provided at appropriate places at the field location. These devices are described in detail in FM 8-34, Food Sanitation for the Supervisor.

## **EVALUATOR'S EXPANDED CHECKLIST PHILIP A. CONNELLY AWARDS PROGRAM FOR EXCELLENCE IN ARMY FOOD SERVICE RESERVE COMPONENT FIELD KITCHEN COMPETITION**

### **E. COMMAND SUPPORT.**

**Command Interest/Support:** The Commander is responsible for ensuring that the highest standards of food service and food service sanitation are maintained. There should be an indication that the Commander and/or representatives are assisting in and supporting the field kitchen operation.

**Materiel Support:** The availability and condition of MTOE equipment will generally indicate the degree of materiel support provided by the command.

**Procurement of Equipment:** Field kitchen equipment should be replaced when lost, damaged, or destroyed. Adequate repair parts will be available to support MTOE equipment.

**Manning Level:** The unit should have at least 80% of authorized food service personnel assigned to accomplish its mission.

**Recognition of Individuals:** The command should have an energetic ongoing program to provide personal recognition to deserving food service personnel.

### **F. APPEARANCE/ATTITUDE OF FOOD SERVICE PERSONNEL.**

**Appearance of Personnel:** Each member of the food service staff should be in the complete and appropriate designated field uniform. Individual load bearing equipment, protective mask and weapons should be properly secured as prescribed in the unit SOP.

**Attitude of Personnel:** All food service personnel should display the proper attitude toward the preparation and serving of the meal. Each cook should have a basic understanding of his or her duties and responsibilities.

**Courtesy of Servers:** Servers should be pleasant and courteous to all diners. They should attempt to provide each diner with complete, personalized service.

**Work Habits:** Individual duties and tasks should be performed in an orderly, logical manner. Cooks should clean as they go and leave equipment and work areas clean and ready for the next person.

### **G. SERVING AND TROOP ACCEPTABILITY.**

**Adequacy of Meal Hours:** Is the serving time adequacy for the number of personnel to subsist.

**Menu and Serving Line Components:** The Food Operation Sergeant and/or First Cook should check the serving line before and during the meal to ensure that all food items listed on the Production Schedule are available and properly presented for serving. Condiments offered should complement the meal served. Additional information and menu planning can be found in Chapter 3, FM 10-23, Basic Doctrine for Army Field Feeding.

**Arrangement of Serving Line:** Serving line will be properly arranged to expedite service. Information on the arrangement of the serving line can be found in Chapter 3, FM 10-23, Basic Doctrine for Army Field Feeding.

**Appropriate/Sufficient Serving Utensils on hand and in use:** Check serving line to ensure that all utensils are on hand.



## **EVALUATOR'S EXPANDED CHECKLIST PHILIP A. CONNELLY AWARDS PROGRAM FOR EXCELLENCE IN ARMY FOOD SERVICE RESERVE COMPONENT FIELD KITCHEN COMPETITION**

**Eye Appeal and Garnishment:** Eye appeal plays a large part in the overall food program and cannot be overlooked. Garnishment should be effective and should complement the food and the serving line.

**Portion Control and Plate Waste:** Portion control is an area of key importance in the field. Each server should know the correct portion sizes of food items. Portions served should be the same size as indicated on the Production Schedule, the recipe card or less if the diner expresses a desire for a smaller portion.

**Replenishment of Serving Line:** The same menu should be available for the first and last diner. When serving at more than one location this may not always be possible. If needed, backup entrees should be available and comparable to the meal served.

**Use of Soups and Beverages:** Based on unit mission and weather conditions, the food service staff should provide soup, coffee, or cold beverages as appropriate.

**Use of Insulated Containers:** Insulated food containers should be preheated or pre-cooled before use to ensure that foods are served at the proper serving temperature. The warming adapter should be on hand and used, if required. All food containers should be labeled with contents and number of portions for easy identification. Detailed information can be found in Chapter 10, FM 10-23, Basic Doctrine for Army Field Feeding.

**Troop Acceptability (Pro/Con):** Direct comments from diners will generally provide sufficient data to determine the quality of the items served.

### **H. FIELD KITCHEN SITE SELECTION AND LAYOUT.**

**Security:** In establishing the field kitchen site, maximum use of natural cover and concealment should be considered. These factors, combined with good defensive positions, enhance the security of the kitchen site. NOTE: Medical units will not use man-made cover for concealment. The Red Cross on the equipment must be visible.

**Accessibility:** The area will provide for easy access and free movement of vehicles delivering subsistence and troops during meal hours.

**Sanitation:** Kitchen will be located on high and dry ground to ensure good drainage and an adequate distance from latrines. Latrines will be located down hill from the kitchen.

**Troop Support:** The field kitchen should provide the best possible support to the troops for comfort and safety.

**Traffic Flow:** The site layout should provide for a smooth flow of traffic as depicted in Chapter 6, FM 10-23, Basic Doctrine for Army Field Feeding.

**Protection from the Elements:** The selected site for the kitchen will provide maximum protection from the elements.

**Location of Water Purification Bag/Water Trailer:** Water purification bag must be placed where troops has easy access. Water trailer should be placed where food service personnel has easy access.

## **EVALUATOR'S EXPANDED CHECKLIST PHILIP A. CONNELLY AWARDS PROGRAM FOR EXCELLENCE IN ARMY FOOD SERVICE RESERVE COMPONENT FIELD KITCHEN COMPETITION**

### **I. USE AND MAINTENANCE OF EQUIPMENT:**

**Appropriate FMs Available:** FM's must be on hand and easily accessible to the equipment operator.

**Proper Use and Maintenance of Equipment:** The unit should have sufficient MTOE equipment to accomplish its mission. Equipment will be properly operated and maintained in accordance with the appropriate TMs and FMs. The unit must have maintenance records on hand for the evaluation.

**Safety Practices:** Personnel will be aware and adhering to safety practices as outlined in AR 385-10, The Army Safety Program, Unit SOPs, and appropriate TMs.

**Scheduling of Preventive Maintenance:** The unit should have an established program for scheduling Preventive Maintenance Checks and Services (PMCS) of equipment at both the field location and garrison area. The food service personnel should follow the PMCS program and ensure its documentation. Additional information on maintenance scheduling may be found in Chapter 3, DA Pamphlet 738-750.

**Adequacy of On Hand Repair Parts:** The unit should have the authorized amount of repair parts for its field kitchen equipment on hand. If not, ensure that the missing parts on valid order with the PLL Clerk.

### **J. FOOD PREPARATION AND QUALITY:**

**Effective Menu Adjustment/Nutrition Initiatives:** The Food Operation Sergeant should adjust the menu where possible to ensure only correct quantities of subsistence are prepared for the number of diners expected to subsist. Food service personnel will follow the published menu and cannot arbitrarily change the menu without command approval. Training programs should be provided to assist food service personnel in the implementation of the nutrition standards.

**Adherence to Production Schedule or DA Form 3034:** It is important that food service personnel adhere to the posted preparation times or the cooking instructions on the food container. Changes to the DA 3034 must be posted and initialed by the FOS.

**Use of Appropriate Recipes & SOP's:** All menu items should be prepared according to the appropriate recipes listed on the Production Schedule or the unit field food service preparation SOP.

**Meats and Sauces:** Meats and sauces should be prepared as close to serving time as possible. Progressive cookery should be used if appropriate.

**Starches and Vegetables:** Starches and vegetables should be prepared as close to serving time as possible. Progressive cookery should be used if appropriate.

**Salads and Dressings:** Salads should be varied to avoid monotony and the dressing prepared or served should complement the salads offered.

**Quick Breads, Pastries & Deserts:** Pastries should be fresh and prepared following appropriate recipes.

**EVALUATOR'S EXPANDED CHECKLIST PHILIP A. CONNELLY AWARDS PROGRAM FOR  
EXCELLENCE IN ARMY FOOD SERVICE RESERVE COMPONENT FIELD KITCHEN COMPETITION**

**Beverages:** Fresh milk should be served chilled. Hot beverages should be available at all times.

**Proper Serving Temperatures:** The most difficult task in field feeding is maintaining proper serving temperatures of food. Hot foods should be served hot and cold food should be served cold.

**Food Palatability:** All food items offered to the diners should be well prepared and tasty. Care should be used in seasoning food to preclude over seasoning. Plate waste is a good indication of food palatability.

**SPECIAL CONCERNS. NOTES**

**Safety First!** Safety is a very important part of the evaluation. Safety must come first to preclude any accidental injury or damage to equipment. Evaluators must be constantly aware of safety precautions. Evaluators must be familiar with the handling of gasoline; the proper lighting techniques for gasoline fired equipment, and emergency procedures. A determination must be made if the unit is taking precautions necessary to avoid hazards to personnel and equipment. Remember that everyone must be concerned with the safety of the troops.

**Outside Interference:** The evaluation is to determine the ability of the food service section of the unit to perform under field conditions. During the evaluation, outside interference must not hinder the performance of the food service section. The Food Operation Sergeant is responsible for the operation of the field kitchen. Other personnel should not talk with or interfere with the performance of the cooks unless a safety hazard exists.

**Briefing:** During the arrival briefing, the senior evaluator will try to relax all personnel. The senior evaluator will inform the unit that a normal field kitchen operation is being observed, and the performance should be normal to all previous operations. A normal performance should take place every drill period. The unit will be informed of the areas that will be observed and that food service personnel will be asked questions pertaining to their operation. Questions will be asked in a way so that only a direct answer will be given.

**Evaluators:** Evaluators will not discuss the progress of the evaluation, nor indicate the standing of the unit during or after the evaluation. No discussion will be made concerning previous evaluations or scheduled evaluations. The unit will be informed of the approximate date that the winner and runner-up will be announced within that region.

<b>A. Administration/ Training/ Supervision (1-10/90) 9%</b>	<b>SCORE</b>	<b>E. Command Support (1-10/60) 6%</b>	<b>SCORE</b>
Knowledge of Operational Procedures		Command Interest/Support	
Operators Knowledge of Equipment		Material Support	
Effective Use of Manpower		Procurement of Equipment	
Adequacy of Supervision		Manning Level	
Supervision during Serving		Unit Recognition for Individuals	
		<b>CATEGORY TOTALS</b>	
Required Publications & Forms on Hand			
Field SOPs in Use		<b>F. Appearance/Attitude of FS Personnel (1-10/30) 3%</b>	
Preparation of Production Schedule (DA Form 3034)		Appearance	
Cost Consciousness (Food/Energy Management)		Attitude/Courtesy	
<b>CATEGORY TOTALS</b>			
		Work Habits	
<b>B. Accounting Procedures (1-10/40) 4 %</b>		<b>CATEGORY TOTALS</b>	
Headcount Orientation/Personnel Identification			
Procedures for Personnel Subsisted with Reimbursement		<b>G. Serving &amp; Troop Acceptability (1-20/200) 20%</b>	
Cash Collection/Payroll Deduction/Security Procedures		Adequacy of Meal Hours	
Headcount Procedures under Field Conditions		Menu and Serving Line Components	
<b>CATEGORY TOTALS</b>		Arrangement of Serving Line	
		Appropriate/Sufficient Serving Utensils on Hand and in use	
<b>C. Request/Receipt/Storage of Rations (1-10/40) 4%</b>		Eye Appeal and Garnishment	
Requisition & Receipt Proceures		Portion Control and Plate Waste	
		Replenishment of Line	
Transporting and Storage Procedures		Use of Soups and Beverages	
Requisition and Use of Potable Ice		Use of Insulated Food Containers	
Security Procedures		Troop Acceptability	
<b>CATEGORY TOTALS</b>		<b>CATEGORY TOTALS</b>	
<b>D. Field Food Service Sanitation (1-20/120) 12%</b>		<b>H. Field Kitchen Site Selection/Layout (1-22/110) 11%</b>	
Water Purification Procedures		Security	
Food Handling Procedures		Protection from Elements/Accessibility	
Mess Kit Laundry/Pot & Pan Wash Setup/Sanitation Center		Kitchen Location/Site Selection	
Overall Field Kitchen Sanitation		Troop Support/Traffic Flow	
Field Sanitation Team (Pest Control)			
Hand Washing Facilities (Kitchen Area)			
<b>CATEGORY TOTALS</b>		Location of Water Purification Bag and Water Trailer	
		<b>CATEGORY TOTALS</b>	

# 81<sup>st</sup> RSC FIELD KITCHEN CHECKLIST

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I. Use and Maintenance of Equipment (1-10/40) 4%	SCORE	J. Food Preparation and Quality (1-27/270) 27%	SCORE
		Menu Adjustment/Nutrition Initiatives	
Proper Use/Maintenance of Equipment/FMs on hand		Adherence to Production Schedule	
Safety Practices		Use of Appropriate Recipes & SOP's	
Scheduling of Preventive Maintenance Checks and Services		Meats and Sauces	
Adequacy of On Hand Repair Parts		Starches and Vegetables	
<b>CATEGORY TOTALS</b>		Salads and Dressings	
		Quick Breads & Pastries/Dessert	
		Beverages & Soup	
		Proper Serving Temperatures	
		Food Palatability	
		<b>CATEGORY TOTALS</b>	

Unit Evaluated:

Evaluator:

Date of Evaluation:

FINAL TOTAL SCORE:

Remarks: